



# RJI ROOM RESERVATIONS POLICIES

## I. RESERVING A ROOM

- You cannot reserve a room more than 2 months in advance.
- Rooms cannot be reserved for weekly classes or meetings.
- All reservation requests must be presented by a faculty or staff member and made here: <https://www.rjionline.org/facilities>
- All questions can be emailed to [rooms@rjionline.org](mailto:rooms@rjionline.org).
- Although rare, it is possible that short notice events and meetings with essential RJI partners, technology companies, donors, alumni and others – addressing the core mission and function of RJI – may necessitate the takeover of a room that you might schedule. Should that occur, RJI will work with you to find another meeting space.

## II. PICKING UP KEYS

If you are using Smith Forum 200, Lambert Room 200A or Spencer Room 200B, please schedule a time to pick up a key from 302 Reynolds Journalism Institute. Failure to return a key will result in a **\$100 fee** for changing locks, which is university policy.

You will be responsible for unlocking and locking the room for your meeting. If your meeting starts or ends outside normal business hours (8 a.m.-5 p.m.) please schedule a time to pick up and drop off the key the day before or after your meeting.

## III. EVENT SUPPORT

RJI is not a full-service event venue. We do not provide supplies or services including, but not limited to: extra tables and chairs beyond what is provided in the rooms, room setup, signage, plants, markers or writing utensils, catering, linens, decorations, coat racks, computers, slide advancers and adapters. Please be prepared to bring items such as these on your own.

The rooms are very user-friendly. If using the video wall in Smith Forum, you will receive a guide attached to your reservation confirmation email detailing how to use it and how to make your presentation look great. There are also hard copies of the instructions on how to use the technology in each room.

You can schedule a meeting in advance through [rooms@rjionline.org](mailto:rooms@rjionline.org) if you need further instruction on how to use the equipment in the room. If you plan to use the video wall in Smith Forum and you need assistance getting started the day of your meeting during regular business hours, please contact [rooms@rjionline.org](mailto:rooms@rjionline.org) **in advance** to schedule someone to be there when you arrive to set up for your meeting.

RJI staff members are not in the building outside normal business hours (Monday-Friday 8 a.m.-5 p.m.). As the event host, you will be responsible for all activities during the event. Here are numbers to call in case of an emergency:



Emergency: 911  
Campus police: (573) 882-7201  
University Physicians Urgent Care: (573) 882-1662

#### **IV. CLEANUP POLICIES AND FEES**

You are responsible for disposing of all trash left around the rooms after your meeting, as well as putting the tables and chairs back to the original setup for the room. **DO NOT leave trash bags sitting on the floor.** Any overflow trash from your meeting needs to be taken to the dumpsters located in the Journalism School parking lot behind Neff Annex near the corner of 9<sup>th</sup> St. and Elm St. Failure to clean up after your meeting will result in a **\$150 cleanup fee.**

Contact [rooms@rjionline.org](mailto:rooms@rjionline.org) if something in the room is damaged.

#### **FRIDAY AFTERNOON AND WEEKEND EVENTS:**

The RJI custodial staff's regular working hours are early morning to noon Monday-Friday. If you are holding an event on a Friday or weekend and will have catering trash, please email [rooms@rjionline.org](mailto:rooms@rjionline.org) to make arrangements to hire custodial staff to remove your trash from the trash bins. Fees will be passed on to you. Catering trash **MUST** be removed from the building after Friday and weekend events.

You can also dispose of your own catering trash and cardboard recycling in the Journalism School dumpsters located in the Journalism School parking lot behind Neff Annex near the corner of 9<sup>th</sup> St. and Elm St., if you want to avoid the fee for overtime custodial services. Extra trash bags can be provided in RJI trash bins.

#### **V. ROOM CAPABILITIES**

For a list of capabilities and available equipment in each room, please visit the RJI rooms page here: <https://www.rjionline.org/facilities>.

#### **VI. ROOM CANCELLATION POLICY**

RJI event and meeting rooms are often in short supply. If you neglect to inform RJI of a cancellation within 48 hours notice, you will be charged the facility fee of the MU Department rates here: [https://www.rjionline.org/uploads/room\\_fees.pdf](https://www.rjionline.org/uploads/room_fees.pdf)

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## Helpful links for planning a meeting on campus

- **Temporary food permit for catering:** <http://ehs.missouri.edu/food/permits.html>  
If you are serving food at your event, it is university policy to obtain a temporary food permit.
- **Open flames permit (for hot catering with Sterno or for candles):**  
<http://ehs.missouri.edu/fire/open-flames.html>  
If you plan to have hot catering items, caterers will usually use small flames to keep the food hot. Follow the above link for instructions on how to fill out a short form for permission to have open flames at your event.
- **Temporary use of alcohol request:** <http://businessservices.missouri.edu/services/alcohol-use.html>  
The university does not permit alcohol on campus, but will make exceptions for special events. Follow the above link to easily fill out a request to serve alcohol at your event.
- **Linen, table and event supply rental:** A1 Party and Event <http://www.a1partyfun.com/> OR Campus Facilities <http://www.cf.missouri.edu:9080/tables.html>
- **Help rearranging tables:** <http://www.cf.missouri.edu:9080/moving.html>
- **Temporary Parking Permits:** <http://parking.missouri.edu/html/tempp.cfm>

Event planning website with more tips on how to plan an event on campus:  
<http://eventplanning.missouri.edu/>